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### **Our Mission**

Our mission is to leverage the power of food to end hunger and build healthier communities.

### **Our Vision**

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

### **Our Values**

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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## **Job Title: Kitchen Expediting and Delivery Support**

**Reports to:** Community Meals Distribution Manager

**Status:** Full time, Hourly, Non-exempt

**Department:** Kitchen/Operations

### **SUMMARY**

The Kitchen Expediting and Delivery Support (KEDS) is a critical role in our meal distribution. The KEDS is part of the team that assures quality, temperature, accurate quantity of all food distributed from our kitchen. This role will fill in as needed in the Expediting Kitchen, food packing rooms, docks, or even delivering meals in our box truck or van.

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### **KEY RESPONSIBILITIES**

Driving:

- Before starting trip, walks around truck to observe any visual defects and checks operating systems such as brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers; completes all required inspection sheets, turning them into appropriate personnel.
- Loads cambro (insulated food carrier) units and meal components in full
- Picks up and delivers food items and cambros by following prescribed service route and safety rules.
- At end of route, checks truck interior, removing any waste items or trash.
- Completes all driver logs and paperwork associated with pick-ups and deliveries in a timely manner. Turns all of this paperwork into appropriate personnel, as well as filing daily food delivery slips and paper delivery slips
- When not scheduled to a service route or when the service route does not require a full eight hours to complete, assists as needed in any area of the kitchen as directed by the supervisor.

#### Kitchen Responsibilities:

- Responsible for ensuring quality control of meals by reheating and/or cooking food to the required temperature
- Inspects menu items to ensure that all meal components comply with food safety and quality standards.
- Responsible for coordination and consolidation of all outgoing food items from the kitchen, including milk, snack and breakfast
- Stages items needed for route deliveries, pull/wraps food to place in cambros for delivery
- Ensures that all meal components leave the kitchen for route delivery on time and accurately
- Responsible for maintaining a clean and organized routing cooler and dock area

#### General:

- Provides exemplary customer service both internally and externally
  - Follows all sanitary and safety guidelines as required by government laws and Foodlink policies
  - Represents Foodlink in a professional manner whenever interfacing with customers, donors, volunteers and/or constituent providers all while wearing approved uniform.
  - Performs general housekeeping and sanitation duties as needed
  - Works as a team player.
  - Performs all other tasks as assigned
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#### QUALIFICATIONS

- Must hold a current, valid NYS driver's license. CDL B a plus
- Excellent driving record, as verified through the state DMV
- High school diploma, GED, or equivalent combination of education and experience
- Knowledge of kitchen/food safety and sanitary standards a plus
- Must be able to work independently.
- Able to carry out oral and written instructions.
- Able to communicate clearly and concisely
- Able to apply mathematical concepts.
- Able to work in a team environment.
- Friendly, customer-oriented personality.
- Capable of standing and sitting for long periods of time.
- Able to lift bulk objects or objects weighing up to 60 pounds.
- Fluency in English required. Knowledge of Spanish helpful.
- COVID 19 Considerations: COVID-19 Vaccinations are a condition of employment at Foodlink. Accommodations may be made for individuals with an approved exemption.

**We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.**

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#### SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis at \$16/hr. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The employee is frequently required to

stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects weighing up to 60 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

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*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*